



BOBJ REPORT DESCRIPTION

B0170: Agency EEO Plan (Fixed Format)

Report Description:

This report compares an agency's work force to the NC population and the NC occupation specific labor force by State SOC Subcategory, State SOC Category and All Occupations and is associated with three reporting views. (The NC population and labor force are defined through the most recent US census data.)

The reporting tab 'Employee Distribution' compares an agency's work force to the NC population and the NC occupation specific labor force by State SOC Category or Subcategory.

The reporting tab 'Agency Total' compares an agency's overall work force data to the NC population and the NC all occupations specific labor force by demographic groups. This tab provides an overall agency view of workforce by demographics.


The reporting tab 'Job Opening Estimates Form' compares an agency's work force to the NC population and the NC occupation specific labor force by State SOC Category or Subcategory. This tab is intended for Agencies to use for their annual EEO goal planning. It includes a section for agencies to manually enter their Employment Objectives (once exported to Excel).

Report Location:

PA: EEO

Report uses:

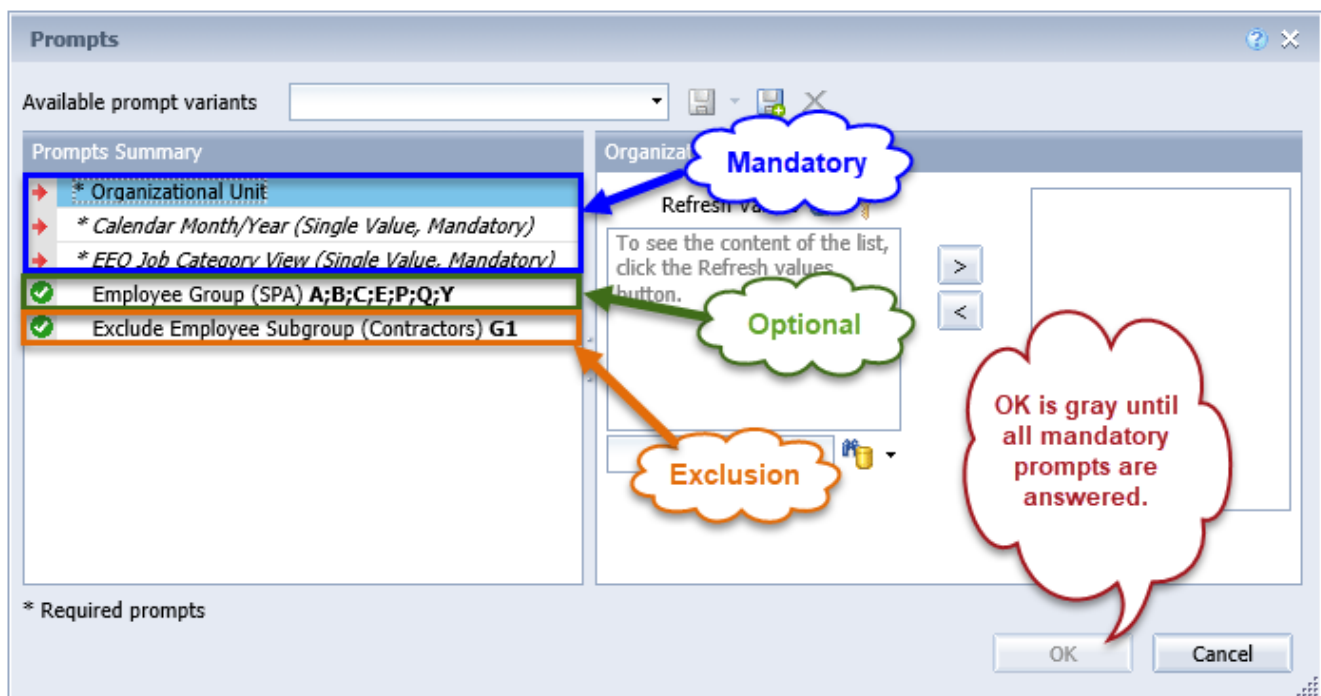
- This report is used to analyze the composition of an agency's work force and shows the comparison to the NC Census data. It can be useful in determining the distribution of employees in an agency's work force and is helpful in EEO planning to help create a more diverse work force.
- Employment objectives are to be entered on the JOB OPENING ESTIMATES form. Once the position openings for the next year have been estimated for each occupational category for which underutilization has been identified (having five or more workers), employment objectives are established for each underutilized group, by either number, percentage, or both. These objectives should be meaningful and obtainable. The employment objective setting process must be flexible and account for various factors that may affect the agency's ability to recruit qualified underutilized employees in target classifications. It also must be based on reasonable expectations of success, as outlined in the action steps.

 *NOTE: Please refer to OSHR guidelines for more detailed information on how this form should be used to generate an agency's EEO Plan.*

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How to run this report



Mandatory Prompts

Mandatory prompts have a red arrow indicator (➔) followed by an asterisk (*) on the left side of the prompts. When a valid value(s) is entered, this indicator will turn into a green check mark (✓).

- ➔ ***Organizational Unit:** To select data for this prompt:
- Make sure the “Organizational Unit” is selected (1).
 - Click the “Refresh Values” icon to see the list of Organizational Units (2).
 - Navigate down to select the desired Organizational Unit (3).
 - Click the right arrow to add it to the selection box (4).

The screenshot shows the 'Prompts' dialog box with the 'Organizational Unit' section active. The 'Prompts Summary' on the left lists several prompts, with the first one, '* Organizational Unit Administration', highlighted in blue and marked with a yellow '1'. The 'Organizational Unit' section on the right shows a 'Refresh Values' button (2) and a list of units under 'ZHMM_ORGUNIT'. The 'Administration' unit is selected (3). A right arrow button (4) is used to add the selected unit to the 'Organizational plan\State of North Ca' selection box. A red speech bubble contains the text: 'OK is gray until all mandatory prompts are answered.' The 'OK' button is currently disabled.

➔ ***Calendar Month/Year (Single Value, Mandatory):** To select data for this prompt:

📁 **NOTE:** Current month data is **not** available in this report, the most current data available is always the **Previous** month. For example, if today is 7/13/2018, the most current selection for Calendar Month/Year would be 6/2018.

- Make sure the “Calendar Month/Year (Single Value, Mandatory)” prompt is selected (1).
- Click the “Refresh Values” icon (2).
- OR get a list of months for a specific year by using the wildcard *YYYY format in the search box (3) and then click the search icon (4).
- Select the desired month from the list (5).
- If you already know the month desired, you can skip steps 2 through 5 and enter the value directly (using MM/YYYY format) in (6).
- Click the right arrow (7) to add it to the selection box.

Prompts

Available prompt variants

Prompts Summary

- ✓ * Organizational Unit Administration
- ✓ * Calendar Month/Year (Single Value, Mandatory) **AUG 2018** 1
- ➔ * EEO Job Category View (Single Value, Mandatory)
- ✓ Employee Group (SPA) A;B;C;E;P;Q;Y
- ✓ Exclude Employee Subgroup (Contractors) G1

* Required prompts

Calendar Month/Year (Single Value, Mandatory)

08/2018 6

2 Refresh Values

ZCMSM_CALMONTH

- JUN 2018
- JUL 2018
- **AUG 2018** 5

October 24, 2018 10:44:51 AM
GMT-04:00

*2018 3

4

7

AUG 2018

OK is gray until all mandatory prompts are answered.

OK Cancel

➔ ***EEO Job Category View (Single Value, Mandatory):** To select data for this prompt:

📁 **NOTE:** This prompt controls whether the report results are shown by SOC Category or by SOC Subcategory.

- Make sure “EEO Job Category View (Single Value, Mandatory)” prompt is selected (1).
- Click the “Refresh Values” icon to see the options available (2).
- Select the desired option from the list (3).
- Click the right arrow (4) to add it to the selection box.

The screenshot shows a 'Prompts' dialog box with two main panes. The left pane, titled 'Prompts Summary', lists several prompts with checkboxes. The prompt '* EEO Job Category View (Single Value, Mandatory) SOC Category' is highlighted with a yellow box and a yellow '1' next to it. The right pane, titled 'EEO Job Category View (Single Value, Mandatory)', shows a configuration area. It includes a 'Refresh Values' button with a circular arrow icon, highlighted with a yellow box and a yellow '2' next to it. Below this is a list of options: 'Not assigned', 'SOC Category' (highlighted with a yellow box and a yellow '3' next to it), and 'SOC Subcategory'. To the right of this list is a yellow box with a yellow '4' next to it, containing a right-pointing arrow button. At the top right of the right pane is a text box labeled 'SOC Category'. At the bottom of the dialog box are 'OK' and 'Cancel' buttons. The bottom left of the dialog box has the text '* Required prompts'.

Optional Prompts

Optional prompts are indicated with a green check mark (✓) and are not required. They are used to assist in further limiting the amount of data that is retrieved into the body of the report.

✓ Employee Group (SPA):

By default, the report is filtered to include the all SPA Employee Groups below:

Employee Group	Description
A	SPA Employees
B	SPA Law Enforcement
C	SPA Non Teacher 10M
E	SPA Non Teacher 11M
P	SPA Bi-Weekly
Q	SPA LEO Bi-Weekly
Y	SPA Bi-Weekly Grant

To remove the default values for Employee Group:

- Make sure the “Employee Group (SPA)” prompt is selected (1).
- Select the default Employee Groups listed at the right-hand side of the window (2).
- Click the left arrow to remove the default Employee Groups (3).

The screenshot shows the 'Prompts' dialog box. On the left, the 'Prompts Summary' list includes several prompts, with 'Employee Group (SPA) A;B;C;E;P;Q;Y' highlighted and marked with a yellow '1'. Below this list is a note: '* Required prompts'. On the right, the 'Employee Group (SPA) (optional)' window is open. It contains a text area with search criteria examples, a list of letters (A, B, C, E, P, Q, Y) on the right, and a left arrow button (3) next to the list. A yellow '2' is placed over the list of letters. At the bottom right of the dialog are 'OK' and 'Cancel' buttons.

✓ Employee Group (SPA): Continued...

To run the report for a specific Employee Group(s):

- Make sure the “Employee Group (SPA)” prompt is selected (1).
- Enter a search text with an asterisk (*) in the search box to view the list of values for Employee Group (2).
- Click the search icon (3).
- Click on the key icon (4) to see the key value for each Employee Group.
- Select the desired Employee Group (5).
- **OR** if you know the Employee Group key or Employee Group name, you can skip steps 2 through 5 and enter it directly in (6).
- Click on the right arrow to add the Employee Group to the selection box (7).

The screenshot shows the 'Prompts' dialog box with the following components:

- Available prompt variants:** A dropdown menu.
- Prompts Summary:** A list of prompts with checkboxes and status icons. The selected prompt is 'Employee Group (SPA) EPA Employees' (1).
- Employee Group (SPA) (optional):** A section for configuring the Employee Group (SPA) prompt.
 - Search box:** Contains 'K' (6).
 - Search icon:** A magnifying glass icon (3).
 - Key icon:** A key icon (4).
 - Employee Group list:** A list of Employee Groups: SPA Employees (A), SPA Law Enforcement (B), EPA Employees (K) (5), EPA Law Enforcement (L), and Supplemental Staff (O).
 - Right arrow:** A blue arrow pointing right (>).
 - Left arrow:** A blue arrow pointing left (<).
 - Selection box:** A box containing 'EPA Employees' (7).
 - Search box (bottom):** Contains '*' (2).
 - Search icon (bottom):** A magnifying glass icon (3).
- * Required prompts:** A label indicating required prompts.
- Buttons:** 'OK' and 'Cancel' buttons.

Exclusion Prompts

Exclusion prompts are also indicated with a green check mark (✓) but are generally prefilled with a specific set of data value(s). They are provided as a way to exclude specified data by default while allowing customers the flexibility of changing them when necessary. Any rows containing data value(s) listed in the exclusion selection box will not be fetched into the report.

- ✓ **Exclude Employee Subgroup (Contractors) G1** - To remove this exclusion:
 - Make sure the “Exclude Employee Subgroup (Contractors)” prompt is selected (1).
 - Click on the G1 value selected in the right-hand selection box (2).
 - Click the left arrow icon to remove the G1 Employee Subgroup (3).

The screenshot shows the 'Prompts' dialog box. On the left, the 'Prompts Summary' list contains several prompts, with 'Exclude Employee Subgroup (Contractors) G1' selected and marked with a green checkmark and a yellow '1'. On the right, the 'Exclude Employee Subgroup (Contractors) (optional)' panel shows a search criteria text area and a selection box containing 'G1', which is marked with a yellow '2'. Below the search criteria text area, there are two arrow icons: a right arrow and a left arrow. The left arrow is highlighted with a blue box and a yellow '3', indicating the next step to remove the exclusion. At the bottom right, there are 'OK' and 'Cancel' buttons.

B0170 AGENCY EEO PLAN (FIXED FORMAT)

Initial Layout

This report contains four report tabs.

Employee Distribution -InfoOnly	Agency Total (All Occupations)	Job Opening Estimates Form	Report Info
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Prompt Selections:

- EEO Job Category View: SOC Category
 - Employee Distribution -InfoOnly

B0170: Labor Force Standard - Employee Distribution
by SOC Category as of 08/2018 Based on 2010 Census

Execution Date : 10/24/18

Administration

SOC Category: MANAGEMENT RELATED

	White+ Male	White+ Fem	Black Male	Black Fem	Hisp Male	Hisp Fem	Asian+ Male	Asian+ Fem	AIAN Male	AIAN Fem	Ethn Unk	Total	Tot Fem	Tot Mnrt	Disab	Vets
Agency Data																
# Employed	28	21	11	10	0	1	2	1	1	1	0	76	34	27	1	3
% Employed	36.8	27.6	14.5	13.2	0.0	1.3	2.6	1.3	1.3	1.3	0.0	100.0	44.7	35.5	1.3	3.9
Labor Force Standard																
# Expected	29	30	5	9	2	2	1	1	1	1			43	22	9	
% Expected	38.1	38.5	5.7	11.4	1.6	2.1	0.9	1.0	0.2	0.4			53.4	23.3	11.6	
# Difference	-1	-9	6	1	-2	-1	1	0	0	0			-9	5	-8	
% Difference	-1.3	-10.9	8.8	1.8	-1.6	-0.8	1.7	0.3	1.1	0.9			-8.7	12.2	-10.3	
N.C. Population (Information Purposes Only)																
Percentage	32.7	34.3	9.9	11.3	4.5	3.9	1.0	1.1	0.6	0.6			51.2	32.9	11.6	

B0170 AGENCY EEO PLAN (FIXED FORMAT)

➤ Agency Total (All Occupations)

<u>B0170: Labor Force Standard - Agency Total (All Occupations)</u>													Execution Date : 10/24/18				
<u>as of 08/2018 Based on 2010 Census</u>																	
Administration																	
	White+ Male	White+ Fem	Black Male	Black Fem	Hisp Male	Hisp Fem	Asian+ Male	Asian+ Fem	AIAN Male	AIAN Fem	Ethn Unk	Total	Tot Fem	Tot Mnrt	Disab	Vets	
Agency Data																	
# Employed	251	119	126	108	7	4	8	2	5	15	5	650	248	275	11	13	
% Employed	38.6	18.3	19.4	16.6	1.1	0.6	1.2	0.3	0.8	2.3	0.8	100.0	38.2	42.3	1.7	2.0	
Labor Force Standard																	
# Expected	236	213	61	73	32	17	8	7	4	4			314	206	76		
% Expected	36.3	32.7	9.3	11.2	4.8	2.6	1.1	1.0	0.5	0.5			48.0	31.0	11.6		
# Difference	15	-94	65	35	-25	-13	0	-5	1	11			-66	69	-65		
% Difference	2.3	-14.4	10.1	5.4	-3.7	-2.0	0.1	-0.7	0.3	1.8			-9.8	11.3	-9.9		
N.C. Population (Information Purposes Only)																	
Percentage	32.7	34.3	9.9	11.3	4.5	3.9	1.0	1.1	0.6	0.6			51.2	32.9	11.6		

➤ Job Opening Estimates Form

<u>B0170: Job Opening Estimates Form Labor Force Standard</u>													Execution Date : 10/24/18				
<u>by SOC Category as of 08/2018 Based on 2010 Census</u>																	
Administration																	
SOC Category: MANAGEMENT RELATED																	
	White+ Male	White+ Fem	Black Male	Black Fem	Hisp Male	Hisp Fem	Asian+ Male	Asian+ Fem	AIAN Male	AIAN Fem	Ethn Unk	Total	Tot Fem	Tot Mnrt	Disab	Vets	
Agency Data																	
# Employed	28	21	11	10	0	1	2	1	1	1	0	76	34	27	1	3	
% Employed	36.8	27.6	14.5	13.2	0.0	1.3	2.6	1.3	1.3	1.3	0.0	100.0	44.7	35.5	1.3	3.9	
Labor Force Standard																	
# Difference	-1	-9	6	1	-2	-1	1	0	0	0			-9	5	-8		
% Difference	-1.3	-10.9	8.8	1.8	-1.6	-0.8	1.7	0.3	1.1	0.9			-8.7	12.2	-10.3		
Employment Objectives: Using SOC Category																	
Export to Excel to enter employment objectives below. Fill in Planned # Increase, Planned % Increase, or both.																	
Planned # Increase																	
Planned % Increase																	
Target Classification(s)																	
Action Steps																	

B0170 AGENCY EEO PLAN (FIXED FORMAT)

Prompt Selections:

EEO Job Category View: SOC Subcategory

➤ Employee Distribution -InfoOnly

B0170: Labor Force Standard - Employee Distribution
by SOC Subcategory as of 08/2018 Based on 2010 Census

Execution Date : 10/24/18

Administration

SOC Category: MANAGEMENT RELATED ===== Subcategory: BUSINESS SPECIALISTS, INCL PURCHASING

	White+ Male	White+ Fem	Black Male	Black Fem	Hisp Male	Hisp Fem	Asian+ Male	Asian+ Fem	AIAN Male	AIAN Fem	Ethn Unk	Total	Tot Fem	Tot Mnrt	Disab	Vets
Agency Data																
# Employed	25	19	11	9	0	1	1	1	0	0	0	67	30	23	1	3
% Employed	37.3	28.4	16.4	13.4	0.0	1.5	1.5	1.5	0.0	0.0	0.0	100.0	44.8	34.3	1.5	4.5
Labor Force Standard																
# Expected	28	27	4	7	1	1	1	1	1	1			37	17	8	
% Expected	41.2	39.6	5.0	9.4	1.2	1.0	1.3	0.9	0.1	0.3			51.2	19.2	11.6	
# Difference	-3	-8	7	2	-1	0	0	0	-1	-1			-7	6	-7	
% Difference	-3.9	-11.2	11.4	4.0	-1.2	0.5	0.2	0.6	-0.1	-0.3			-6.4	15.1	-10.1	
N.C. Population (Information Purposes Only)																
Percentage	32.7	34.3	9.9	11.3	4.5	3.9	1.0	1.1	0.6	0.6			51.2	32.9	11.6	

➤ Agency Total (All Occupations)

B0170: Labor Force Standard - Agency Total (All Occupations)
as of 08/2018 Based on 2010 Census

Execution Date : 10/24/18

Administration

	White+ Male	White+ Fem	Black Male	Black Fem	Hisp Male	Hisp Fem	Asian+ Male	Asian+ Fem	AIAN Male	AIAN Fem	Ethn Unk	Total	Tot Fem	Tot Mnrt	Disab	Vets
Agency Data																
# Employed	251	119	126	108	7	4	8	2	5	15	5	650	248	275	11	13
% Employed	38.6	18.3	19.4	16.6	1.1	0.6	1.2	0.3	0.8	2.3	0.8	100.0	38.2	42.3	1.7	2.0
Labor Force Standard																
# Expected	236	213	61	73	32	17	8	7	4	4			314	206	76	
% Expected	36.3	32.7	9.3	11.2	4.8	2.6	1.1	1.0	0.5	0.5			48.0	31.0	11.6	
# Difference	15	-94	65	35	-25	-13	0	-5	1	11			-66	69	-65	
% Difference	2.3	-14.4	10.1	5.4	-3.7	-2.0	0.1	-0.7	0.3	1.8			-9.8	11.3	-9.9	
N.C. Population (Information Purposes Only)																
Percentage	32.7	34.3	9.9	11.3	4.5	3.9	1.0	1.1	0.6	0.6			51.2	32.9	11.6	

➤ Job Opening Estimates Form

B0170: Job Opening Estimates Form Labor Force Standard
by SOC Subcategory as of 08/2018 Based on 2010 Census

Execution Date : 10/24/18

Administration

SOC Category: MANAGEMENT RELATED ----- Subcategory: BUSINESS SPECIALISTS, INCL PURCHASING

	White+ Male	White+ Fem	Black Male	Black Fem	Hisp Male	Hisp Fem	Asian+ Male	Asian+ Fem	AIAN Male	AIAN Fem	Ethn Unk	Total	Tot Fem	Tot Mnrt	Disab	Vets
Agency Data																
# Employed	25	19	11	9	0	1	1	1	0	0	0	67	30	23	1	3
% Employed	37.3	28.4	16.4	13.4	0.0	1.5	1.5	1.5	0.0	0.0	0.0	100.0	44.8	34.3	1.5	4.5
Labor Force Standard																
# Difference	-3	-8	7	2	-1	0	0	0	-1	-1			-7	6	-7	
% Difference	-3.9	-11.2	11.4	4.0	-1.2	0.5	0.2	0.6	-0.1	-0.3			-6.4	15.1	-10.1	
Employment Objectives: Using SOC Subcategory																
Export to Excel to enter employment objectives below. Fill in Planned # Increase, Planned % Increase, or both.																
Planned # Increase																
Planned % Increase																
Target Classification(s)																
Action Steps																

BO170 AGENCY EEO PLAN (FIXED FORMAT)

○ Report Info

This tab contains information about the values selected for each of the prompts. It also contains definitions about the different sections represented in the report content.

Report Info		Execution Date : 10/24/18
Prompt Input		
Organizational Unit	Wildlife Resources Commission	
Calendar Month/Year	06/2018	
EEO Job Category View	06/2018	
EEO Comparison View		
Employee Group(s)	A;B;C;E;P;Q;Y	
Exclude Employee Subgroup	G1	
Report Content		
Agency Data	Represents staff employed in agency within SOC per ethnicity and gender.	
Labor Force Standard	<ul style="list-style-type: none">• % Expected represents percentage from NC Census data of all individuals employed or seeking employment within SOC per ethnicity and gender.• # Expected is calculated by multiplying the % Expected with the Agency Total # Employed within SOC per ethnicity and gender.• % Difference is calculated by subtracting the % Expected from the Agency % Employed.• # Difference is calculated by subtracting the # Expected from the Agency # Employed.	
N.C. Population	Represents percentage from NC Census data of all individuals (ages 18-64 regardless of occupational category) per ethnicity and gender. These percentages remain constant regardless of SOC.	
NOTE: Calculation of # Expected values corresponding to Census percentages	When calculating the # Expected values, the result is ALWAYS forced to round up to the next whole number regardless of the decimal value. Since this value represents a person, it is not logical to have a part of a person so any decimal portion of a person will always round up to the next whole person. <ul style="list-style-type: none">• Example: A value of 2.15 will always round up to 3.• Example: A value of 2.55 will always round up to 3.	
Job Opening Estimates Form	Employment objectives are to be entered on the JOB OPENING ESTIMATES form. Once the position openings for the next year have been estimated for each occupational category for which underutilization has been identified (having five or more workers), employment objectives are established for each underutilized group, by either number, percentage, or both. These objectives should be meaningful and obtainable. The employment objective setting process must be flexible and account for various factors that may affect the agency's ability to recruit qualified underutilized employees in target classifications. It also must be based on reasonable expectations of success, as outlined in the action steps.	
Asian+	For Agency staff, the Asian+ ethnicity group also includes the 'Native Hawaiian or Pacific Islander' designation since the current Census data does not contain the 'Native Hawaiian or Pacific Islander' demographic.	
White+	For Agency staff, the White+ ethnicity group also includes the 'Two or More' designation since the current Census data does not contain the 'Two or More' demographic.	

Available Objects

This is a list of the available objects that are used in the report design:

B0170: Agency EEO Plan (Fixed Format)		
EEO Row Label	AIAN Mal	Hisp Mal
EEO Row Type	AIAN Mal All Occ	Hisp Mal All Occ
Personnel Area	AIAN Male Diff Nbr	Hisp Male Diff Nbr
State SOC Category	AIAN Male Diff Pct	Hisp Male Diff Pct
State SOC Subcategory	AIAN Male Exp	Hisp Male Exp
U.S. Census Year	AIAN Male Pct	Hisp Male Pct
AIAN Female	Asian+ Fem	Hisp Male Pct
AIAN Fem Census Pct	Asian+ Female	Minority Census Pct
AIAN Mal Census Pct	Asian+ Female Diff Nbr	Minority Diff Nbr
AIAN Male	Asian+ Female Diff Pct	Minority Diff Pct
Asian Female	Asian+ Female Pct	Minority Exp
Asian Fem Census Pct	Asian+ Fem All Occ	Minority Pct
Asian Mal Census Pct	Asian+ Mal	Minority Pct
Asian Male	Asian+ Mal All Occ	Minority Tot
Black Female	Asian+ Male	Minority Tot All Occ
Black Fem Census Pct	Asian+ Male Diff Nbr	NHPI Female Pct
Black Mal Census Pct	Asian+ Male Diff Pct	NHPI Male Pct
Black Male	Asian+ Male Pct	Two+ Female Pct
Disabled	Asian Female Exp	Two+ Male Pct
Disabled Census Pct	Asian Male Exp	Vet
Emp Count	Black Fem	Veteran All Occ
Ethnicity Unknown	Black Female Diff Nbr	Veteran Pct
Female	Black Female Diff Pct	White+ Fem
Hisp Female	Black Female Exp	White+ Female
Hisp Fem Census Pct	Black Female Pct	White+ Female Diff Nbr
Hisp Mal Census Pct	Black Fem All Occ	White+ Female Diff Pct
Hisp Male	Black Mal	White+ Female Pct
Minority	Black Mal All Occ	White+ Fem All Occ
NHPI Female	Black Male Diff Nbr	White+ Mal
NHPI Male	Black Male Diff Pct	White+ Mal All Occ
Two+ Female	Black Male Exp	White+ Male
Two+ Male	Black Male Pct	White+ Male Diff Nbr
Veteran	Disab	White+ Male Diff Pct
White Female	Disab All Occ	White+ Male Pct
White Fem Census Pct	Disabled Diff Nbr	White Female Exp
White Mal Census Pct	Disabled Diff Pct	White Male Exp
White Male	Disabled Exp	
	Disabled Pct	
Variables	EmpCount	
EEO Row Type Custom Text	EmpCount All Occ	
Prompt Response Calendar Month/Year	Ethn Unk	
Prompt Response EEO Comparison View	Ethn Unk All Occ	
Prompt Response EEO Job Category View	Ethn Unk Pct	
Prompt Response Employee Group	Fem	
Prompt Response Exclude Employee Subgroup	Female Diff Nbr	
Prompt Response Organizational Unit	Female Diff Pct	
Report Controls Selected	Female Exp	
SOC Cat or Subcat	Female Pct	
AIAN Fem	Fem All Occ	
AIAN Female Diff Nbr	Fem Census Pct	
AIAN Female Diff Pct	Hisp Fem	
AIAN Female Exp	Hisp Female Diff Nbr	
AIAN Female Pct	Hisp Female Diff Pct	
AIAN Fem All Occ	Hisp Female Exp	
	Hisp Female Pct	
	Hisp Fem All Occ	

Special Report Considerations/Features

- This report is meant to be a fixed format report and **should not** be navigated in any way. It is designed with specific margin and page break settings to accommodate print format (landscape/letter) when exporting to PDF.
- When exporting to Excel, the margin setting all tabs should be set to 'Narrow'. Adjusting these margins in Excel will allow for a friendlier print product.
- The Report Info tab contains detailed information about report content such as definitions of each data section and how calculations are defined.
- This report does not support current month data. Data are loaded as monthly snapshots once a month closes out. For this reason, we will always be one month behind. Year to date data is supported (minus current month) along with the previous 5 years.
- Only active employees that are part of the SPA employee groups (shown below) are included on this report.

Employee Group	Description
A	SPA Employees
B	SPA Law Enforcement
C	SPA Non Teacher 10M
E	SPA Non Teacher 11M
P	SPA Bi-Weekly
Q	SPA LEO Bi-Weekly
Y	SPA Bi-Weekly Grant

Refer to Employee Group (SPA) in Optional Prompts to change the Employee Group selections.

- By default, Employee Subgroup 'Contractors' are excluded in the report and this can be changed. Refer to Exclude Employee Subgroup (Contractors) in Exclusion Prompts to remove the default value.
- When calculating the # Expected values, the CEILING function is used so that the result is ALWAYS forced to round up to the next whole number regardless of the decimal value. Since this value represents a person, it is not logical to have part of a person so any decimal portion of a person will always round up to the next whole person.
 - Example: A value of 2.15 will always round up to 3.
 - Example: A value of 2.55 will always round up to 3.

Change Log

Effective Date	Change Description
12/29/2016	Initial report creation to convert from BI to BOBJ.
6/14/2018	Redesigned with new layout, prompts, and additional Job Opening Estimates Form to allow agencies to enter the EEO goals after exporting to Excel.
10/25/18	Based on OSHR direction, report was re-designed to only use the Labor Force Standard as the methodology for comparison of Agency data to Census data.